

November 13, 2002

To: Supervisor Zev Yaroslavsky, Chairman  
Supervisor Gloria Molina  
Supervisor Yvonne Brathwaite Burke  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

From: David E. Janssen  
Chief Administrative Officer

**DEPARTMENT OF HEALTH SERVICES' REQUEST TO APPOINT MANAGEMENT  
POSITION – KING/DREW MEDICAL CENTER – HOSPITAL ADMINISTRATOR II**

Consistent with the Board of Supervisors' August 4, 1998 action governing management positions, the Department of Health Services requests authority to appoint Mr. Willie T. May to a funded, vacant, unclassified position of Hospital Administrator II, King/Drew Medical Center (KDMC), at an annual salary of \$129,760 (Control Point, Salary Range 15), which represents a 30.33 percent increase. This position reports directly to the Chief Operating Officer.

The Department indicates that Mr. May is highly qualified for this position and possesses the special knowledge, skills and experience required to successfully perform in this position as they implement the consolidation of health care and administrative services throughout the system. Mr. May provides leadership and directs all operations within KDMC, directs the development of both short-term and long range objectives for operations, selects key administrative and professional staff, directs and evaluates key senior medical, nursing and administrative management staff, directs budget preparation and financial management programs, employee relations, contract development and policies.

Mr. May also serves as the Department's representative in implementing and maintaining the affiliation with the Charles R. Drew University of Medicine and Science for the provisions of medical services and education programs, liaisons with the Board of Supervisors, other County administrative officials, community groups, and federal, State and local organizations in matters which concern the Southwest Area. Additional information, including an organizational chart, is attached for your review and consideration.

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We support the Department's request to appoint Mr. May to the position of Hospital Administrator II, at KDMC, at an annual salary of \$129,760. The salary requested is commensurate with the scope and responsibilities of this position. Mr. May has been acting at such capacity since November 16, 2001, and served as the Chief Executive Officer of Hubert H. Humphrey Comprehensive Health Center and Southwest Cluster Health Centers for ten years prior to assuming his current acting position.

Please advise this office by November 26, 2002, if you would like this request placed on the agenda. If so instructed, a Board letter will be prepared and scheduled for a future Board meeting. Barring such instruction, the Director of Health Services will be instructed to proceed with the appointment at a recommended annual salary of \$129,760.

#### Attachments

c:     Executive Officer, Board of Supervisors  
        Director, Department of Health Services  
        Director, Department of Human Resources

**Pertinent Information for Willie T. May, Hospital Administrator II,  
King/Drew Medical Center**

**1. Certify that the position is vacant and budget.**

The Hospital Administrator II position is included in the 2002-03 budget, and is vacant.

**2. Attach an organization chart highlighting the position. Describe where the position fits into the management organization structure.**

The Hospital Administrator II reports directly to the Chief Operating Officer, DHS. This position has full responsibility for providing leadership and directing all operations within KDMC and the Southwest Area, including: directing the development and achievement of both short and long term goals, selecting and evaluating key senior medical, nursing and administrative management staff, directing budget development and financial management programs, directing contract, policy and program development, directing preparation for authorized regulatory and accrediting agencies and ensuring corrective action is taken in response to identified issues, and maintaining the affiliation with the Drew University School of Medicine and Science for the provision of medical services and education programs. An organization chart for DHS (Attachment I), KDMC (Attachment II) and the Southwest Area Health Centers (Attachment III) is attached.

**3. Indicate current salary of the individual for whom the request is being submitted. Indicate proposed salary, and percentage increase over current salary.**

Willie T. May is currently an Administrator, Comprehensive Ambulatory Health Care Center (Range 12), with a current annual salary of \$99,561.00 (\$8,296.75 monthly). His proposed salary is \$129,760.00 annually (\$10,813.33 monthly), Control Point of Salary Range 15, which represents a 30.33 percent increase over his current salary.

**4. Provide a listing of all equivalent internal positions within the organization.**

Attachment IV is a list of equivalent Range 15 positions within DHS.

**5. Identify highest paid subordinate reporting to this position.**

Edward Savage, Jr., Medical Director II, M.D., \$173,173.44 per year (\$14,431.12 per month).

**6. Identify management position above the position being requested.**

Fred Leaf, Chief Deputy Director, Health Services, \$213,000 per year (\$17,750 per month).